

MEDICAL RECORDS MANAGER

DEFINITION:

Under general direction to plan, organize, supervise and direct the medical records activities for a County Mental Health acute inpatient or skilled nursing care facility and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Medical Records Managers are responsible for the management of medical records departments in the Health and Human Services Agency. This class reports to hospital administrators or associate hospital administrators.

EXAMPLES OF DUTIES:

Develops and implements policies and procedures for the maintenance of medical records; responsible for compliance with all applicable state regulations and accreditation standards; plans and conducts orientation and in-service training programs for staff; monitors all clinic and hospital units for compliance with adopted standards and procedures; provides staff support for the Medical Records Committee; retrieves statistical data from records for reports, audits and reviews; prepares and submits annual budget estimates and requests; administers personnel policies and procedures; supervises all medical records department staff; prepares reports; interprets and communicates laws and regulations pertaining to medical records and staff; participates in selected medical staff standing committees; responsible for medical records operations/ functions and other related tasks and functions assigned by the hospital administrator.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Medical and psychiatric terminology.
- Medical records regulations and standards.
- Coding and abstracting using an ICD-9CM Coding System and DSM IV.
- Outpatient and inpatient records.
- Long-term care inpatient records.

General Knowledge of:

- Principles and practices of supervision and training.
- Confidentiality and patients' rights regulations.
- Quality assurance standards.
- Diagnostic Related Groups (DRG's).
- Medical records computer applications.
- Automated information systems and computer applications.
- Transcription technologies.
- Records storage, retrieval and filing systems technologies.

- Resource Utilization Groups (RUG's).
- Joint Commission on Accreditation of Healthcare Organization (JCAHO).
- Title XX II Requirements.
- Welfare and Institute Code 5328.
- General Management System in principle and in practice.

Skills and Ability to:

- Plan, organize, supervise and evaluate the work of subordinates.
- Interpret and communicate orally and in writing policies, procedures, standards and regulations.
- Identify, define and develop solutions to problems related to medical records regulations, standards, processes or procedures.
- Train subordinates as well as allied professional staff.
- Establish and maintain effective working relationships with hospitals, clinics, administrative staff (both inter-departmental and intra-departmental), patients, attorneys, contractors, Federal and State auditors/reviewers and all other regulatory agencies.

EDUCATION/EXPERIENCE:

Education, training and/or experience which would likely demonstrate the knowledge and/or skills stated above. An example of such education and experience is: At least one (1) year of recent certified experience as a director or assistant director of a medical records department in an acute care hospital or long term care facility (preferably psychiatric) performing the duties of a Registered Records Administrator or Accredited Records Technician. Duties should have included chart analysis, coding/abstracting, correspondence, developing and implementing procedures, and computer applications.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Certification:

A current valid credential, as Accredited Records Technician, issued by the American Medical Records Association is required. A current valid credential as Registered Records Administrator is desirable.

Background Investigation:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number, and recency may be disqualifying. Prior to appointment, candidates offered employment in Health Services Programs that deal with patients and/or drugs will be subject to a limited security clearance investigation by the Sheriff's Department.

Membership

Current membership in the American Medical Records Association is desirable.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).